

**DISCLOSURE OF FINANCIAL INTEREST BY STATE EMPLOYEE,
CERTIFICATION BY HEAD OF CONTRACTING AGENCY
AS REQUIRED BY G. L.C.268A, ' 7(b)**

Note: You are eligible for this exemption only if you meet all of the following requirements:

- You are not a legislator;
- Your regular agency is not the contracting agency or an agency that regulates the activities of the contracting agency;
- You do not participate in or have official responsibility for any of the activities of the contracting agency;
- The contract was made after public notice or competitive bidding;
- You complete, sign, and file with the State Ethics Commission this disclosure form;

And, if the contract is for **your personal services**:

- The services will be provided outside your normal municipal working hours;
- The services are not required as part of your regular duties as a municipal employee;
- You are compensated for the services for not more than 500 hours during a calendar year;
- The head of the contracting agency completes and signs the certificate below.

Name:	
Title or Position:	
Agency/Department:	
Office Phone:	
Contracting state agency:	
Contract is for:	
Financial interest of employee and immediate family (Attach additional pages if necessary:	
Employee Signature:	
Date:	

**CERTIFICATE BY HEAD OF CONTRACTING AGENCY
(if contract is for municipal employee's personal services)**

I certify that no employee of my agency is available to perform the contract services described above as part of his or her regular duties.

Name:	
Agency:	
Office Phone:	
Signature:	
Date:	

File copy with:
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108

Attach additional pages if necessary.